

**Road to Careers Policy | November 21, 2024**

**TO:** Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff; Maryland Department of Transportation (MDOT) staff; Governor’s Workforce Development Board Staff and Members; and Program Applicants and/or Grantees.

**FROM:** DWDAL, MD Labor

**SUBJECT:** Road to Careers Policy

**PURPOSE:** To provide policy guidance for grant funds available under the Road to Careers Policy

**ACTION:** Local Workforce Development Area Directors, American Job Center Reemployment Program Directors, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

**EXPIRATION:** Until Canceled.

**QUESTIONS:**

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# **GENERAL INFORMATION**

## **ROAD TO CAREERS PROGRAM**

Maryland's Road to Careers Program is a skills training and supportive service initiative that seeks to address Maryland's workforce needs in highway and capital transit construction and transportation construction generally. The initiative is funded by the Maryland Department of Transportation and administered by the Maryland Department of Labor and is a continuation and expansion of the Highway and Capital Construction and Transit Program. Through the Road to Careers Program, grantees provide local jobseekers with contextualized learning opportunities, training, and supportive services to gain access to employment in transportation construction industries. Examples of careers in these fields include, but are not limited to, welders, equipment operators, and skilled trade workers.

The goal of the training program is two-fold:

1. To increase access in and reduce barriers to construction and transportation related careers for Maryland's disadvantaged jobseekers, and
2. To meet employer needs by promoting equity within and creating a more skilled workforce for the industry.

Grantees receive funding to participate in the Road to Careers Program through a competitive process.

In 2021, the Federal government passed the Infrastructure Investment and Jobs Act, resulting in a \$1.2 trillion federal investment in infrastructure nationwide. Maryland's needs in the construction industries were expanding before this law was passed and will continue to increase exponentially as workers are needed for the projects funded by these federal dollars. To ensure that Maryland can effectively meet these needs, this policy outlines a broad, competitive grant approach to service delivery.

## **AWARD DETAILS**

Grants available under the Road to Careers program are available in amounts up to \$500,000. Grantees must spend the full grant award within thirty-six (36) months of award receipt.

# TARGET PARTICIPANTS AND OUTREACH

## TARGET PARTICIPANTS

The Road to Careers Program is focused on serving Maryland jobseekers that face barriers to employment. Road to Careers Program participants may be, for example, justice-involved individuals, those experiencing homelessness, or individuals with disabilities.

In an effort to leverage resources and to further align the Road to Careers Program with the goals of Maryland's workforce system, grantees are encouraged to serve individuals with barriers to employment to increase access and success in transportation careers. These populations include, but are not limited to:

1. Individuals with disabilities;
2. Low-income individuals;
3. Individuals living in poverty;
4. Individuals living in communities that are:
  - a. Racially or ethnically segregated,
  - b. Overburdened by pollution, or
  - c. Lacking significant infrastructure investments;
5. Indigenous peoples;
6. Youth, including:
  - a. Youth with disabilities;
  - b. Youth who have aged out of foster care;
  - c. Justice-involved youth;
7. Justice-involved individuals;
8. Individuals with a high housing cost burden or who live in substandard housing;
9. Individuals experiencing homelessness;
10. Individuals with English language barriers;
11. Individuals with low literacy skills;
12. Single parent households;
13. Individuals who are long-term unemployed;
14. Older individuals (55+); and
15. Veterans.

## PARTICIPANT OUTREACH METHOD

MD Labor has an existing partner network delivering services to the customers this program aims to support. Therefore, the agency expects Road to Careers grantees to ensure that these partners are aware of the program and can connect eligible applicants to it. Examples of partners within the network include, but are not limited to:

1. The Maryland Department of Human Services (DHS) and affiliate Local Departments of Social Services;
2. MD Labor's Office of Adult Education and Literacy Services;
3. American Job Center (AJC) staff, including Reentry Navigators;
4. The Maryland State Department of Education's Division of Rehabilitation Services (DORS);
5. The Department of Public Safety and Correctional Services and local county jails or detention centers;
6. Community-based organizations;
7. Nonprofit service providers; and
8. Homeless and domestic violence shelters.

# **PROJECT REQUIREMENTS**

Successful applicants will seek to train participants in one or more in-demand highway or capital transit construction occupations in Maryland. These in-demand occupations may change yearly, depending on the State's need.

## **MANDATORY PROJECT COMPONENTS**

The Road to Careers Program provides funds for innovative projects that build upon successful recruitment and retention strategies to increase the total number of transportation construction workers across the State. Projects awarded under this program must:

1. Train participants in a transportation construction career;
2. Remove barriers individual participants face in securing and retaining jobs in these careers; and
3. Provide supportive services to participants and oversee delivery of them via a case manager, as needed and as outlined below.

When providing supportive services, each grantee must identify an individual (or individuals, if more than one is needed) to serve as a case manager responsible for oversight of supportive service delivery to participants. This coordinator can be a staff member of the grantee's organization or a staff member of a supportive service provider, but must:

1. Complete an individual assessment of each participant's challenges or barriers to certification, licensure, and employment opportunities;
2. Assist the individual in addressing those barriers through supportive services; and
3. Provide case management assistance that follows each participant throughout their training period.

## **ENTITIES ELIGIBLE FOR GRANT AWARDS**

The following entities are eligible to apply for funds through the Road to Careers Program:

1. Local Workforce Development Areas (Local Areas);
2. Community-based organizations;
3. Workforce development training providers, including Employment Advancement Right Now (EARN) Maryland grantees;
4. Labor unions;
5. Adult education providers;
6. Community colleges;
7. Organizations serving immigrants, refugees, and New Americans; and
8. Other entities as deemed allowable by MD Labor.

As the State's primary recipients of public workforce funds, Local Area applicants will receive preference during the competitive grant review process, as explained in the section below.

## ALLOWABLE ACTIVITIES

Projects funded through the Road to Careers Program must provide participants with quality transportation construction job training through one or more of the following education models:

### REGISTERED APPRENTICESHIPS

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL)<sup>1</sup> with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. OJL – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid employment per year of the apprenticeship and must take place at the work site under the direction of a highly skilled journeyworker.
3. Related Instruction (classroom style training) – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.
4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

In Maryland, Registered Apprenticeships are approved through the Maryland Apprenticeship and Training Council (MATC). More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

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<sup>1</sup> Sometimes also referred to as On-the-Job Training (OJT).

## PRE-APPRENTICESHIPS

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
2. Access to educational and career counseling and other supportive services, directly or indirectly;
3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
4. Opportunities to attain at least one industry-recognized credential; **and**
5. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.<sup>2</sup>

## INTEGRATED EDUCATION AND TRAINING

Integrated Education and Training (IET) is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and career training for a specific occupation or occupational cluster for the purpose of educational and career advancement. An IET program must include the following three components:

1. Adult education and literacy activities,
2. Workforce preparation activities, and
3. Workforce training.

Workforce preparation activities include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:

1. Utilizing resources,
2. Using information,
3. Working with others,
4. Understanding systems,
5. Skills necessary for successful transition into and completion of postsecondary education or training, or employment, and
6. Other employability skills that increase an individual's preparation for the workforce.

## GUIDANCE AND PREFERENCE

Applicants must outline which of the above opportunities they will be offering to participants in their application.

Additionally, preference will be given to Applicants that:

1. Are from Local Areas<sup>3</sup>; or
2. Have an existing Project Labor Agreement (PLA) or have a Memorandum of Understanding (MOU) between a labor union and the managing entity of a transportation construction project.

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<sup>2</sup> TEN 23-23 “[Quality Pre-Apprenticeship Programs](#).”

<sup>3</sup> For a full list of local areas, please visit MD Labor’s website: <https://gwib.maryland.gov/lwdbs/>.

Applicants that intend to create new or expand Registered Apprenticeship programs must:

1. Develop Standards of Apprenticeship for a new Apprenticeship program, consistent with the requirements of COMAR 09.12.43.05;
2. Work in partnership with any and all relevant unions in the development of the program, consistent with the requirements of COMAR 09.12.43.03; and
3. Secure program approval from the Maryland Apprenticeship and Training Council.

## **SUPPORTIVE SERVICES**

Grantees are expected to provide supportive services to participants to ensure their successful completion of the program and employment. Applicants must provide information about their supportive service plan, including any necessary partnerships with community organizations to effectively provide these services. Applicants that do not include a plan for supportive service delivery in their application will be denied. Additionally, awarded programs that do not provide adequate services throughout the project period will be asked to return funds.

The supportive services noted below are examples for reference and do not represent an exhaustive list. Grantees do not need to provide *all* services mentioned, but **must** provide comprehensive and individualized support that enables participants to successfully complete their program. To be responsive to participant needs, grantees may provide other Supportive Services not listed here, so long as they are approved in writing by MD Labor.

All supportive services spending must be in accordance with Uniform Guidance.<sup>4</sup>

### ***Assistance Obtaining a Driver's License***

Grantees may assist participants with obtaining a driver's license, except for paying legal fees or fines. Examples of assistance may include payment for driver's education<sup>5</sup> or the cost of getting the driver's license card.

### ***Transportation Allowance***

Transportation allowances are permissible and encouraged for participants. The allowance must be related to program participation and can cover travel costs for the full duration of activities. This includes travel to job training, interviews, and job fairs, as well as transportation needs for newly employed participants. Transportation allowances require:

1. Documentation to verify the actual distance traveled or a receipt for the cost of the transportation service (e.g. public transit); and,
2. Confirmation of the participant's attendance for the program(s) that required travel.

Payment Guidelines: Transportation allowances can be used for public transit users, drivers, or rideshare such as Uber, Lyft, or Zipcar.<sup>6</sup> Grantees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For drivers, Grantees may approve a travel allowance at a rate no higher than the official Internal Revenue Service (IRS) mileage rate. The maximum allowable

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<sup>4</sup> 2 CFR §200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

<sup>5</sup> “Behind-the-Wheel” hours are eligible as long as they are included as part of the driver's education course.

<sup>6</sup> Other forms of transportation assistance may be funded with MD Labor prior written approval.



payment is \$50 per day, with a maximum of \$250 per week. Google Maps must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview, job fair, or job site.

### ***Uniforms, Tools, and Related Equipment***

Grantees may assist eligible participants with the costs of uniforms, tools, or equipment required for participation in approved training programs or new jobs. Examples of covered items include, but are not limited to: steel toe boots and worker tools of the trade.

**Payment Guidelines:** Grantees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools, or related equipment. Grantees must collect and maintain appropriate documentation to verify the participant's covered allowance.

### ***Child or Dependent Care***

Grantees may assist participants with uncovered child or dependent care costs. Dependents requiring care must be:

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;
3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

**Payment Guidelines:** Grantees provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost of child or dependent care in the jurisdiction for which the participant is accessing care.<sup>7</sup>

Payments may cover some, or all of, the costs of care. Grantees may only approve daycare costs for days that the participant is in training or at work. To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for the Child Care Scholarship Program, which is administered by the Maryland State Department of Education (MSDE)<sup>8</sup>
2. Provide application results to Grantee staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;<sup>9</sup> and,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that constitutes the need for care;

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<sup>7</sup> Local child care rates can be found here: <https://earlychildhood.marylandpublicschools.org/families/child-carescholarship-program/child-care-scholarship-rates>.

<sup>8</sup> Interested individuals can apply through [Maryland OneStop](#).

<sup>9</sup> Need is demonstrated if after all other funding sources are applied, the cost of care is not covered.

2. Provide proof that participant has contracted with a State-approved daycare provider;
3. Demonstrate evidence of need; and,
4. Document relationship to person in care.

Grantees are strongly encouraged to work with childcare providers whose hours match the industry needs of construction workers.

### ***Union or Initiation Fees or Application Fees***

Grantees may assist participants with union initiation fees,<sup>10</sup> which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: Grantee may make payments based on the costs of union initiation fees. The maximum allowable payment is \$200. Grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered union fee allowance.

Additionally, Grantees may assist participants with application fees for participation in Registered Apprenticeship programs. Any application fees reimbursed must occur only after the participant is successfully registered as a Registered Apprentice.

### ***Clothing for Interviews and Job Fairs***

Grantees may assist participants with the costs associated with clothing for job interviews or job fairs. Grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

Payment Guidelines: Grantees must base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item. The maximum allowable payment is \$100 per participant.

### ***Criminal Record Expungement***

Grantees may cover the filing fee (typically \$30) for participants that apply to have their criminal records expunged through Maryland's court system.

### ***Stipends***

Stipends, which offer program participants a fixed cash payment, are an allowable supportive service when the Grantee has a substantiated reason to believe that the payment is necessary to the program participant's successful completion of program activities. If a Grantee wishes to modify their approved plan and budget to include stipends, it must notify MD Labor staff and provide a written proposal to explain and justify the proposed stipend. MD Labor staff will review the proposal and determine whether the stipend would be appropriate for inclusion as a supportive service.

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<sup>10</sup> Union initiation fees are different than regular recurring union dues.

### ***Tutoring/Basic Education Support***

Grantees may assist participants with educational support that helps participants understand concepts needed for successful performance of their program activities, such as academic or workplace skills tutors, individual computer-based tutoring, and learning communities.

### ***Mental Health Services***

Grantees may cover the out-of-pocket costs of outpatient mental health services, including therapy, that enable participants to successfully complete the program.

### ***Health Care Required by a Jobsite***

If there are specific health requirements for a jobsite where a participant will be trained (e.g. vaccination or physical requirements), Grantees may cover the cost of those requirements only.

Grant funds may *not* be used to cover health insurance premiums for participants, their dependents, or spouses.

### ***Other Supportive Services***

Recognizing the importance of providing innovative services to recruit and retain program participants, other supportive services may be funded with prior written MD Labor approval. If a Grantee has a substantiated reason to believe that a supportive service payment, outside of what has already been identified in this policy issuance, would be appropriate and necessary to a program participant's successful completion, then the Grantee has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. MD Labor staff will review the proposal and determine whether the cost is appropriate for inclusion as a supportive service.

Payment Guidelines: Grantees must follow the payment guidelines identified by the Grantee in their MD Labor-approved proposal.<sup>11</sup>

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<sup>11</sup> Supportive Services must fall within definition under 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service.](#)"

# APPLICATION PROCESS

## APPLICATION SUBMISSION

The Road to Careers Program is a competitive funding opportunity.<sup>12</sup> To apply for funding, eligible entities must submit the application, which is provided separately from this policy issuance.

Completed applications should be submitted electronically to [road2.careers@maryland.gov](mailto:road2.careers@maryland.gov).

## APPLICATION REVIEW

The Road to Careers review team must review applications in a timely manner and ensure that approved applications meet program requirements. Additionally, the review team will seek to fund a geographically diverse set of proposals.

The Road to Careers review team consists of:

1. The GWDB Executive Director, or designee;
2. The DWDAL Road to Careers Project Manager;
3. A representative from MDOT;
4. A representative from the State Highway Administration (SHA); and
5. A representative from the Maryland Apprenticeship and Training Program (MATP).

To ensure compliance with the Public Ethics law, MD Code Ann. General Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

## APPLICATION APPROVAL AND DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process. If approved, the MD Labor Office of Strategic Initiatives shall provide the applicant with a Grant Award Notification to be signed by the applicant. After an award agreement has been formally executed, MD Labor shall provide funds to the approved program on a cost reimbursement basis. The grantee will invoice MD Labor via the monthly fiscal report and invoice.

If the review team denies an application, the MD Labor Office of Strategic Initiatives shall provide the applicant with a Grant Denial Notification containing feedback on the application.

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<sup>12</sup> In the event that not all funding is exhausted after the first solicitation, MD Labor and MDOT may choose to issue subsequent solicitations until funding is exhausted.

# **REPORTING**

## **GRANTEE MONTHLY FISCAL & ADMINISTRATIVE REPORTING**

Each Grantee must submit a monthly financial report on administrative and program costs to DWDAL no later than the 10<sup>th</sup> day of the month following the month of reported activity. If there is a significant change in fiscal information between the 10<sup>th</sup> and the 30<sup>th</sup> days of the month, then the grantee must submit a revised monthly report. The Grantee must provide all signed fiscal reports electronically to Dorothee Schlotterbeck ([dorothee.schlotterbeck@maryland.gov](mailto:dorothee.schlotterbeck@maryland.gov)) and Alex Sackey-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)).

Grantees must also submit monthly administrative narrative reports by email to Tayaabah Qazi, the DWDAL Project Manager, at [tayaabah.qazi@maryland.gov](mailto:tayaabah.qazi@maryland.gov).

Sample reports are included as attachments to this policy. Prospective applicants should note that the metrics tracked in these reports may change depending on the needs of both MD Labor and MDOT.

## **DWDAL MONTHLY REPORTING TO MDOT**

As the Road to Careers Program is an MDOT funded program, MD Labor is required to submit monthly fiscal and administrative reporting on the Road to Careers Program. This report is submitted by the DWDAL Project Manager and is due to MDOT on the 30<sup>th</sup> day following the end of each month.

## **MDOT REPORTING TO THE FEDERAL HIGHWAY ADMINISTRATION**

MDOT funding originates from FHWA funds, and MDOT will report to FHWA as required. Reporting requirements from FHWA may be passed down to MDL and to grantees. Reporting requirements will be incorporated in the award agreement.

## **MONITORING AND RECORD RETENTION**

MD Labor requires documentation of processes for record retention and requires folders and documentation be maintained for a period of at least five years following the exit date. If any litigation, claim, or audit is started before the expiration of the five-year period, the records must be retained until five years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning security, to maintain confidentiality and protect Personally Identifiable Information (PII).<sup>13</sup> PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, and/or other security controls to make the information inaccessible to unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

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<sup>13</sup> DWDAL's Policy Issuance on privacy and data security can be found here:  
<http://www.labor.maryland.gov/employment/mpi/>.

## **FAIR PRACTICES AND ACCESSIBILITY**

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Grantees working with participants in need of accommodations are responsible for securing the necessary support. Grantees may refer to MD Labor's Nondiscrimination Plan<sup>14</sup> and Language Access Plan<sup>15</sup> for more information on accommodations and services.

Grantees are also required to comply with the State Highway Administration (SHA)'s Appendix A and Appendix E of SHA's Standard Title VI/Non-Discrimination Assurances DOT No. 1050.2A, as well including but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits discrimination based upon race, color, and national origin. Grantees shall follow the Federal provisions as outlined in Appendix A and Appendix E, and any other nondiscrimination provisions (23 C.F.R. § 230 and Equal Employment Opportunity Executive Order No. 11246), and all appropriate requirements of the Americans with Disabilities Act of 1991, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. These Federal provisions should be incorporated into any agreement with a subgrantee or subcontractor.

If there is a conflict between Labor's and SHA's fair practices and accessibility policies and requirements, SHA's shall control.

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<sup>14</sup> MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

<sup>15</sup> The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

## REFERENCES

### LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- [National Apprenticeship Act of 1937](#), 29 U.S.C. § 50
- [§ 23 U.S.C. 140 - Nondiscrimination - Content Details](#);
- MD. Ann. Code, [General Provisions Article §5](#).

### REGULATION

- 2 CFR §200 “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)”
- 2 CFR §1201 “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)”
- 20 CFR § 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service.](#)”
- 20 CFR § 681.480 “[What is a Pre-Apprenticeship Program?](#)”
- 34 CFR § 463.34 “[What are Workforce Preparation Activities?](#)”
- 34 CFR § 463.35-463.38 “[What is Integrated Education and Training?](#)”

### USDOL GUIDANCE

- TEN 23-23 “[Quality Pre-Apprenticeship Programs](#),” dated March 5, 2024;
- TEGL 13-16, “[Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated January 12, 2017;
- TEGL 39-11 “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012;
- TEN 48-08, “[Release and Availability of Report Titled, The Benefits and Challenges of Registered 17 Apprenticeship: The Sponsors’ Perspective](#),” dated June 1, 2009.



## **ATTACHMENTS**

Attachment A – Sample Monthly Program Report

Attachment B – Sample Monthly Fiscal Report and Invoice

Grantees of the *Road to Careers Program* must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than 11:59PM on the 10th day following the end of the month of reported activity. Prior to submission, review the items listed below that are required for monthly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Monthly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<input type="checkbox"/> <b>Monthly Narrative Report</b>	<input type="checkbox"/> <b>Photos, Video, or Program Collateral</b> (Do not share any Personally Identifiable Information)
<input type="checkbox"/> <b>Monthly Fiscal Report and Invoice (submitted separately)</b>	

**Submission Instructions**

Completed reports should be submitted via email to:

Tayaabah Qazi (tayaabah.qazi@maryland.gov)  
cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov).

Questions can be sent to:  
Tayaabah Qazi  
Program Manager, Division of Workforce Development and Adult Learning  
100 S. Charles St. Baltimore, Maryland 21201  
tayaabah.qazi@maryland.gov

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

**SECTION 1: AWARD  
INFORMATION**

<b>1</b>	<b>Organization Name</b>				
<b>2</b>	<b>Point of Contact Name</b>				
<b>3</b>	<b>Point of Contact Title</b>				
<b>4</b>	<b>Point of Contact Email Address</b>				
<b>5</b>	<b>Point of Contact Phone Number</b>				
<b>6</b>	<b>Organization Street Address</b>				
<b>7</b>	<b>Month</b>		<b>8</b>	<b>Fiscal Year</b>	

## SECTION 2: GRANT NARRATIVES

**9** Provide a description of the following items for the program this month:

- (a) Key activities completed; and
- (b) Additional activities performed by the grantee, if applicable.

**10** Provide a description of employer outreach activities.

**11** Provide a description of participant recruitment and outreach activities, including a description of the activities targeted to individuals with barriers to employment, individuals with disabilities, women, and people of color.

**12** Describe any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from Labor staff.

**13** Describe the next steps or key areas of emphasis planned for the project in the next month.

**14** Provide insight on the reasons why enrolled trainees dropped out of the program before completion. Additionally, explain any steps taken to ensure participants remain enrolled.

**15** Provide information on barrier removal and how supportive services are responding to barriers and how they correlate to drop-out rates. What barriers were experienced by program

participants during the reporting period? How were supportive services provided to alleviate or eliminate these barriers?

**Instructions for Section 3: Reporting Program Activity**

Grantees must complete Section 3 of this report with programmatic data for both the monthly reporting period and the year to date.

<b>SECTION 3: PROGRAM ACTIVITY</b>			
<b>16</b>	<b>Complete the chart below to identify the program's targeted key performance outcomes.</b>	<b>This Month</b>	<b>Year to Date</b>
<b>A</b>	Number of trainees enrolled in a Pre-Apprenticeship program		
<b>B</b>	Number of trainees enrolled in a Registered Apprenticeship program		
<b>C</b>	Number of trainees enrolled in Integrated Education and Training		
<b>D</b>	Number of trainees who transitioned from a Pre-Apprenticeship program to a Registered Apprenticeship program		
<b>E</b>	Number of trainees who received supportive services		
<b>F</b>	Number of trainees who received an industry-recognized credential or certification		
	Number of these who are women		
	Number of these who are from minority backgrounds		
<b>G</b>	Number of trainees who obtained employment within 60 days of completing the program		
	Number of these who are women		
	Number of these who are from minority backgrounds		
<b>H</b>	Number of trainees who are employed on an MDOT contract or in an MDOT permanent role		
	Number of these who are women		
	Number of these who are from minority backgrounds		

<b>I</b>	Number of trainees who are currently enrolled in the program		
	Number of trainees who dropped out of the program		
<b>J</b>	Number of trainees that completed the program (assuming program is complete)		
	Number of trainees that completed the program who are women		
	Number of trainees that completed the program who are from minority backgrounds		
<b>K</b>	Number of participants with documented removal of 3 or more barriers		

**Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories**

This section is intended to understand the positive impacts of the *Road to Careers Program*. In answering the following questions, grantees should describe background information on the participant or activity. **Participant-level stories and data may only be reported with the consent of the participant.**

<b>SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, &amp; SUCCESS STORIES</b>	
<b>17</b>	<b>Describe in detail any major organization activities, accomplishments, and positive lessons learned that resulted from the use of award funds.</b>
<b>18</b>	<b>Describe in detail any participant-level accomplishments or success stories.</b> <i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>



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Completed reports should be submitted via email to:

Tayaabah Qazi (tayaabah.qazi@maryland.gov)

cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov).

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

## MONTHLY FINANCIAL REPORT and INVOICE

### Road to Careers

This form must be completed by the **tenth** (10th) day of the month following the end of the previous month by grantees.

Signed forms must be scanned and submitted via email to:

Maryland Department of Labor, DWDAL Attn: Tayaabah Qazi and Dorothee Schlotterbeck 100 S. Charles St. Baltimore, MD 21201

[tayaabah.qazi@maryland.gov](mailto:tayaabah.qazi@maryland.gov)  
[dorothee.schlotterbeck@maryland.gov](mailto:dorothee.schlotterbeck@maryland.gov)

<b>GRANTEE NAME:</b>	
<b>GRANT NUMBER:</b>	
<b>MONTH ENDING:</b>	
<b>DATE:</b>	

### **SECTION A. FINANCIAL REPORT – please complete the blue shaded sections**

#### **SUMMARY OF EXPENDITURES**

EXPENDITURES	Approved Budget	Prior Month Expenditures (cumulative amount)	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel	-				-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
<b>Total Expenditures and Monthly Invoice Amount</b>	-		-	-	-

<b>Unliquidated Obligations</b>	n/a		n/a		n/a
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Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a
--	-----	--	-----	---	-----

<b>SUMMARY OF RECEIPTS</b>					
Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

**Authorized Signature and Date:**

**Print Name and Title:**

**SECTION B. MONTHLY INVOICE**  
**PLEASE ADD COMPANY LETTERHEAD**

DATE:	
GRANTEE:	
MONTH ENDING:	

# INVOICE

<b>Remit Payment To:</b>			
<b>Company Name:</b>		<b>Award #</b> _____	
<b>Address:</b>		<b>Award Amount:</b> _____	
<b>Address:</b>		<b>Invoice No.:</b> _____	
		<b>Invoice Date:</b>	

**Bill To:**  
Maryland Department of Labor  
DWDAL Fiscal Administration  
100 S. Charles St. Baltimore, MD 21201

Attn: Tayaabah Qazi and Dorthee  
Schlotterbeck

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
<b>TOTAL INVOICE:</b>			-

<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>			